



"Creating Community Through People, Parks and Programs"  
127 Norwich Avenue, Colchester, CT 06415  
(860) 537-7297 | parksandrec@colchesterct.gov | [www.colchesterct.gov](http://www.colchesterct.gov)

## **COLCHESTER RECREATION FINANCIAL ASSISTANCE PROGRAM**

### **PURPOSE**

The Colchester Recreation Department recognizes that some residents may require financial assistance to participate in activities, camps or programs. The Department has established a Scholarship Fund to make recreational activities available to as many Colchester residents as possible.

### **Definitions:**

The **Scholarship Fund** is the allocation of funds to support community members who demonstrate a financial need and have a desire to participate in a Colchester Recreation program, activity or camp. Funds are collected through fundraisers, donations and sponsorships. Scholarships are awarded from this fund through the application process based on fund availability and will change from year to year.

The **Scholarship program** is a discounted percentage applied to Colchester Recreation programs based on demonstrated financial need. The discounted percentage is determined by the applicant's total household income. Scholarships are valid for the calendar year in which they are approved. Scholarship applicants must satisfy all Colchester Recreation past due/outstanding balances before their application may be considered. Scholarships are awarded on a first come, first serve basis. Scholarships may be applied to any Colchester Recreation funded program or camp. They do not apply to certain programs or fees, such as administration fees, late fees, amusement park tickets, facility rentals, required equipment, material fees, day camp field trips and team registrations for sports leagues or independent program fees.

**Payment plans** are available to assist in affordable participation. Payment plans require automatic payments established in advance to be withdrawn from a credit card, debit card, checking account or pre-dated checks. Any participant may request a payment plan, with or without financial assistance. A 25% deposit will be collected at the time of registration and the final payment must be made prior to the start of the program. Payment plans for camp may be extended over the length of the summer, but cannot extend past the end of camp. Failure to pay or honor the payment plan may result in removal from the program or camp.

**Third Party Payments** At times an outside organization may assist participants by agreeing in writing to fund all or a portion of the cost. This may cover either the entire cost or the balance of the cost based on eligibility. It is the responsibility of the participant, or parent/guardian of the participant, to ensure that payments have been approved by the outside organization. If the outside organization does not pay for the program, or their payment does not cover the program fee in its entirety, the remaining balance will be the responsibility of the participant, or parent/guardian of the participant.

## **SCHOLARSHIP PROGRAM PROCEDURES**

### **Participation**

**All participant information will be kept confidential.**

- A. Only permanent Colchester residents are eligible for scholarships.
- B. A new application form and current income verification must be submitted each calendar year. Applications are accepted at any time throughout the year. Approvals will expire at the end of each calendar year.
- C. Applicants must submit a scholarship application form, completed in its entirety with all required household income verification for each adult residing in the household.
- D. Scholarship funds are provided, when available, and may be capped per family, per calendar year based on availability. The program or camp fees are reduced by a percentage as determined by the Family Income Limits which are based on the Federal Poverty Level chart found below. Your qualifying percentage is determined after you submit your application and all supporting documentation. Scholarships will not cover the full cost of any program or camp, they are intended to provide assistance.
- E. While there is no deadline to apply, funds are limited and awarded on a first come, first served basis, depending on the amount available in the fund which will change from year to year. It is suggested that you apply early.

### **Guidelines**

- A. Financial assistance awards may be capped per household, per year, to allow the funds to be distributed to numerous families. Financial assistance can be applied to any Colchester Recreation programs or camps that are funded by the department.
- B. The Family Income Limits below are based on the Federal Poverty Level.

**Family Income Limits**

Reduction Percentage	Income Range		
	Family of 3 or less	Family Size 4 -5	Family Size 6 -7
75%	Under \$20,000	\$25,000	\$30,000
50%	\$20,001-\$35,000	\$25,001 – \$38,000	\$30,001 -\$44,000
25%	\$35,001 - \$50,000	\$38, 001 - \$58,000	\$44,001 - \$62, 000
15%	\$50,001- \$60,000	\$58, 001 - \$63,000	\$62, 001 - \$67, 000

## **SCHOLARSHIP APPLICATION PROCESS**

- A. Scholarship applications are available on the Colchester Recreation Department website, [www.colchesterct.gov/parks](http://www.colchesterct.gov/parks), or at the Colchester Recreation office. Upon request, an application can be emailed or mailed to the applicant.
- B. The scholarship application must be completed in its entirety and submitted to the Recreation Office with the required income verification as follows:
  - a. Internal Revenue Service (IRS) official transcript (taxes) for the prior year, for each adult living in the home.
  - b. IRS Verification of Non-Filing Status for any adult in the home who cannot provide the prior year IRS transcript. If no taxes were filed, all the following supporting documents that are applicable must be submitted:
    - 1. Verification of IRS Non-filing Status letter
    - 2. Food Stamp Award Letter (2 pages including income information)
    - 3. SSA/SSI Benefit letter
    - 4. Unemployment Benefit letter
    - 5. Public Housing Section 8 Housing Voucher Program
  - c. Paystubs to document income for the past 4 weeks for every adult living in the home, as well as all other household income, including child support, alimony, etc.
  - d. Copy of the current lease
  - e. Registration Forms, completed and signed. If your scholarship request is for a specific program or camp, please include the completed registration form with the scholarship application. This will allow us to process your request in full.
  - f. Proof of residency (electric bill, lease, mortgage etc.)
- C. Scholarship applications will be reviewed in the order that they are received. Review of the scholarship application will be completed within three business days of receipt. No onsite or immediate approvals will be made.
- D. Once a scholarship determination is made, the applicant will receive the approved/denied signed copy of the application from the Recreation staff, advising them of the decision. The application will inform them: Denial and reason; Approval, reduction rate and when it expires; the fee for registered program, if applicable.
- E. The applicant will have 1 week to sign the acceptance letter and return it to the Recreation office. Failure to return the signed acceptance letter may result in the loss of the scholarship as they are awarded on a first come, first served basis and other families may be waiting for funding.
- F. Requests for reconsideration require the following additional documentation:
  - a. Letter from the applicant explaining extenuating circumstances or recent changes to income (loss of employment, marital status change, other)
  - b. Documentation to support changes to income such as letters from employers (must be on company letterhead), W-2 forms, and paystubs to document change in income between tax years.



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## FINANCIAL ASSISTANCE CHECKLIST 2021

FORMS	REC'D BY APPLICANT	DATE OF RECEIPT	REC'D BY REC STAFF	DATE OF RECEIPT
FIN ASSIST APPLICATION				
FINANCIAL DOCUMENTS				
PROOF OF RESIDENCY				
REGISTRATION FORM				
PAYMENT PLAN				
SCHOLARSHIP LETTER				
SCHOLARSHIP RECONSIDERATION				
APP/AWARD COMPLETE				



## FINANCIAL ASSISTANCE APPLICATION

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

Name of Program Participant \_\_\_\_\_

I am applying for      Scholarship \_\_\_\_\_      Payment Plan \_\_\_\_\_

Who has legal custody of the youth? Both Parents \_\_\_\_\_ Mother \_\_\_\_\_ Father \_\_\_\_\_ Joint Custody \_\_\_\_\_ Grandparent \_\_\_\_\_ Other (Name) \_\_\_\_\_

### **PLEASE READ BEFORE SIGNING**

I understand that financial assistance does not cover certain fees or expenses including, but not limited to administration fees, late fees, field trip fees, amusement park tickets, facility rentals, required equipment, material fees, and team registrations for sports leagues or independent program fees.

Scholarship funds are provided, when available, and may be capped per family, per calendar year based on availability. The program or camp fees are reduced by a percentage as determined by the Family Income Limits which are based on the Federal Poverty Level. Your qualifying percentage is determined after you submit your application and all supporting documentation.

While there is no deadline to apply, funds are limited and awarded on a first come, first served basis, depending on the amount available in the fund which will change from year to year. It is suggested that you apply early.

With my signature, I authorize Colchester Recreation to use my financial information that I have provided to make a determination as to my qualifications regarding the financial assistance programs available through the department. I agree that the information that I have provided is honest and true. I understand that if the information is found to be false, my application will be considered unacceptable and will be rejected without the option for appeal.

\_\_\_\_\_  
Signature of Adult Applicant

\_\_\_\_\_  
Date

Program I am Registering For \_\_\_\_\_

Dates of Program \_\_\_\_\_

Cost of Program \_\_\_\_\_

**HOUSEHOLD MEMBERS**

NAME	RELATIONSHIP TO APPLICANT	AGE (IF CHILD)
	SELF	

**INCOME INFORMATION**

NAME OF PERSON WITH INCOME	GROSS INCOME/MONTH	SOURCE OF INCOME (EMPLOYER, CHILD SUPPORT, SSI/SSD,)

ATTACH ALL DOCUMENTATION TO THIS APPLICATION TO COMPLETE YOUR REQUEST